

**CUNYfirst Manager Self Service  
Human Capital Module (HCM) Guide #4  
For Department Managers, Department Designees and e-PAR Users  
August 18, 2010**

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**PROCESSING APPOINTMENTS IN CUNYFIRST & e-PAR  
REQUEST FOR REHIRE**

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*This job action is for hiring a person who has an employment history at Hostos BUT was terminated due to the expiration of a prior appointment.*

CUNYFirst – Manager Self Service page

Audience = external, general users (Dept Designee, Dept Manager)

1. Click on Manager Self Service, Job and Personal Information, and Request New/Change Position.
2. On this MSS employee listing page, look for an unused or vacant position number with the matching title – always consult with HR if uncertain.
3. Submit a position change request if an unused position is available; otherwise submit a new position request.
4. Enter the effective date - rehire date
5. Provide the following information in the comments box:
  - a. full (**legal**) name
  - b. employee ID if available
  - c. PAR action type = appointment or reappointment (if return to the same department)
  - d. # of hours (for part time employees only)
  - e. salary rate
  - f. appointment end date (for part time employees only)
  - g. course name, section number, contact hour (for adjuncts only)
6. Review all information (i.e. report to, title, department) before submitting
7. After you receive an e-mail notification that the request has been approved, instruct the new hire to report to HR for completion of the employment package.
8. Submit a PAR for budget and payroll processing as well as for activation of the employee's e-mail account.